

Performance Reviews

LENGTH: 1 day

Course Outline

- Purposes
 - Employee feedback
 - Continuous improvement for organization
 - Managerial improvement
 - Opening dialogue
 - Documenting problems and deficiencies
 - Checking in and getting back to basics
 - Merit and pay raises
 - Making it a valuable time
 - Intervals and regularity
 - Planning
 - Developing metrics and standards
 - Subjective versus objective measurements
 - Job descriptions in evaluations
 - 360 degree evaluations
 - Strengths and weaknesses
 - Manager role
 - Tone and communication style
 - Purpose
 - Getting the most out of the review
 - Setting expectations/goal
 - Clarifications
 - Recognition
 - Determining pay increases
 - How to appropriately handle a negative review
 - Objectivity
 - Employee role
 - Self-evaluation
 - Dialogue
 - Questions
 - Sharing thoughts and observations
 - Appealing a negative review
 - Uses of evaluations
 - Looking for trends
 - Seizing opportunities
 - Samples of reviews
 - Roles Plays
 - Different personalities and situations
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